

# Checklist for common eating and drinking area

Investigator \_\_\_\_\_

DBA name and address \_\_\_\_\_

*The following requirements will be completed by the investigator working on your case*

- \_\_\_\_\_ **Investigator requirement** – "common eating and drinking area" means an area within a building or group of buildings designated for the eating of food and drinking of liquor sold by retail establishments that do not provide areas within their premises for the consumption of food and liquor – **Section 10-108 License for sales-by-drink in common eating and drinking area: every establishment that is located within a common eating and drinking area that wishes to sell alcohol must have a separate and current liquor license per state statute and City ordinance**
- \_\_\_\_\_ **Investigator requirement** – *church/school location checklist* completed listing all churches and schools within 300 feet of the proposed premise – see **Section 10-212** for all exceptions to this ordinance
- \_\_\_\_\_ **Investigator requirement** – a map of the zoning overlay of the area immediately surrounding the proposed premise
- \_\_\_\_\_ **Investigator requirement** – *liquor-by-the- drink and package requirement checklist* completed confirming the business is eligible to receive a liquor license as required in **Sections 10-102** and **10-111** of the ordinance
- \_\_\_\_\_ **Investigator requirement** – *consent verification checklist* completed confirming all requirements in **Sections 10-214** and **10-215** have been checked
- \_\_\_\_\_ **Investigator requirement** – *consent form cover sheet* signed by & given to applicant stating there are \_\_\_\_\_ eligible consenters and \_\_\_\_\_ signed consent forms were submitted thus meeting the consent requirement
- \_\_\_\_\_ **Investigator requirement** – Did the applicant fail to successfully complete the consent process? If yes, you must send the **property owner** a letter stating "should the premise fail the consent process a second time within a 12 month period, another application for a liquor license at the premise will not be accepted until 12 months have passed" – see the *consent verification checklist* for specifics
- \_\_\_\_\_ **Investigator requirement** – Notification letters emailed or mailed out to all eligible consenters, property owners within 350 feet of the proposed premise, neighborhood associations within 500 feet of the proposed premise, City Councilmember's who represent the same district of the proposed premise, and all other pre-determined government entities
- \_\_\_\_\_ **Investigator requirement** – A copy of the final invoice showing all outstanding permit/license fees

Have   Need

- \_\_\_\_\_   \_\_\_\_\_ A copy of the zoning clearance from the City Planning and Development Department stating zoning will allow your proposed business to operate at the proposed location – **City Planning and Development Department** in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_\_\_   \_\_\_\_\_ Liquor license application – **must be signed. Form provided by the Regulated Industries Division** (<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_\_\_   \_\_\_\_\_ \$250 application fee (this application fee is only for an original license and does not include the application fee for a Sunday or any other liquor license) – **check or money order made out to the city treasurer**
- \_\_\_\_\_   \_\_\_\_\_ Two coordinates, expressed in feet, based on the North American Datum 1983 Missouri West State Plane Coordinate System, identifying the center of the door for the main entrance to the premise – must be from a **licensed surveyor OR submit \$100 to Regulated Industries** to obtain the coordinates – check or money order made out to the city treasurer
- \_\_\_\_\_   \_\_\_\_\_ A \$26 processing fee per person (check made out to the city treasurer) for a criminal history record check to include all cities, states and countries where applicant(s) has resided. This will include the managing officer and anyone who owns **more than 10 percent** of the stock in the business or owns **more than 10 percent** of the business. If the appointed managing officer is an active, practicing attorney in the State of Missouri, a criminal history record check is not required, but he must submit a copy of his bar association card. An applicant may ask the director to conduct the criminal background investigation or the applicant may choose a licensed background investigation company, approved by the director, to conduct the investigation.

- \_\_\_   \_\_\_ Two recent photographs of the front of the premises to be licensed
- \_\_\_   \_\_\_ Ninety-day waiver (waiving food sales requirements) signed and notarized, *only if applicable* – **form provided by Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_   \_\_\_ Consultant consent form signed by the applicant (only applicable if a consultant is used) – **form provided by Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_   \_\_\_ Annual gross income (or projected annual gross income) from the sale of prepared meals or food consumed in the common eating and drinking area is not less than \$275,000
- \_\_\_   \_\_\_ A diagram of the premises including the total number of **square feet** in the building, total **square feet** for all outdoor seating areas (not to include a sidewalk café) and the **number of floors** involved
- \_\_\_   \_\_\_ *Consent form oath* signed by the applicant and a majority of the consent forms, signed by the eligible consenters, must be returned to the office within 45 days from the date issued. An extension of time may be requested in writing. **Consent forms are provided by the Regulated Industries Division.**
- \_\_\_   \_\_\_ Two recent photographs of the front of the premises to be licensed – one photograph that shows the common eating and drinking area and one photo of the front of the business
- \_\_\_   \_\_\_ **LLC only** – a copy of the **operating agreement** listing the members and managers of the LLC **Corporation only** – a copy of the **bylaws and all amendments and organizational minutes**, verifying all corporate officers, shareholders and number of shares held or the **Articles of Incorporation Partnership only** – a copy of the **partnership agreement** (limited partnership requires partnership application and appointment of the managing partner) – the managing partner must be noted on the application
- \_\_\_   \_\_\_ Certificate of good standing **from the State of Missouri**. If the business is less than one year old or a certificate of good standing cannot be retrieved, submit a certificate of organization (LLC or limited partnership – not *general partnership*), or a certificate of incorporation (corporation) – **from the State of Missouri**, State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925
- \_\_\_   \_\_\_ Fictitious name registration (**if DBA is different than the corporate name**) – from the State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2925
- \_\_\_   \_\_\_ Managing officer appointment form completed (managing officer must reside in Missouri) – **form provided by Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_   \_\_\_ Two recent passport-style photos (without hat) of the managing officer and anyone who owns **more than 10 percent** of the stock in the location or who owns **more than 10 percent** of the business
- \_\_\_   \_\_\_ A **schedule P form** must be filled out for the managing officer and anyone who owns **more than 10 percent**
- \_\_\_   \_\_\_ A **schedule P form** must be filled out for the managing officer and anyone who owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business or from anyone who contributed money to the business. No license for the sale of alcoholic beverages shall be issued to any person who has any financial interest in the business or has furnished, directly or indirectly, equipment, money, credit or property of any kind except ordinary commercial credit for alcoholic beverages if that person is not of good moral character (**Section 10-181 & 10-185**) – **form provided by the Regulated Industries Division**  
(<http://www.kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/Regulated/>)
- \_\_\_   \_\_\_ A copy of the managing officer's Missouri driver's license – **must be a Missouri resident and U.S. citizen**
- \_\_\_   \_\_\_ Anyone who was not born in the United States and owns **more than 10 percent** stock in the location or owns **more than 10 percent** of the business must provide residency documents proving authorization to work in the US in the form of a state issued driver's license or ID, U.S. passport, permanent resident card {i.e. green card}, employment authorization card or a military ID

A liquor application can be processed without the **contingency items** that are listed below. However, all **contingency items** must be submitted before a license will be issued.

Have   Need

- \_\_\_   \_\_\_ **Investigator requirement** – Include a current copy of the ***Jackson County***, Missouri **Property Tax Clearance** showing there is no property tax due on any personal property owned by the licensee (or used in the activity and owned by a party related to the licensee or by an entity owned or controlled by or under common ownership or control with the licensee) ***or*** have you included written authorization from Jackson County officials stating that an arrangement for the delinquent property taxes has been made between the county and licensee? Direct all questions to Edwin Stoll, Director of Collections of Jackson County at (816) 881-3187.
- \_\_\_   \_\_\_ A statement of tax clearance dated within the preceding 90 days from the date of application – from the Business License unit of the Finance Department at 1118 Oak Street, KCMO (816) 513-1135.
- \_\_\_   \_\_\_ A copy of the certificate of occupancy (must be from the DBA applying) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_   \_\_\_ A copy of the occupant load certificate stating the occupancy load (***only needed for the following:*** if it is a new building, if there is a building addition containing an assembly space, if there is a change of use of an existing space into an assembly space, for an expansion of an existing assembly space into a new space, or if an existing assembly space is undergoing a substantial renovation) – from the City Planning and Development Department in City Hall, 414 E. 12<sup>th</sup> St., (816) 513-1500
- \_\_\_   \_\_\_ A copy of the health permit (must be from the DBA applying) – from the Health Department, 2400 Troost Ave., (816) 513-6247
- \_\_\_   \_\_\_ A copy of the fire permit (must be from the DBA applying) – from the Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100
- \_\_\_   \_\_\_ All liquor licenses as required from the State of Missouri, Division of Alcohol & Tobacco Control – State Office Building in KCMO, 615 E. 13<sup>th</sup> St., (816) 889-2574